

License Center – Amendments Guide (Korean)

면허 센터 – 수정 가이드

2016년 6월 15일



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안내 및 기본 단계

수정은 귀하의 기록 또는 개인 정보 변경을 뜻합니다. 이는 특정 면허에 대해 또는 일반적인 정보에 대한 수정일 수도 있습니다. 예를 들어, 이발사 견습생 면허를 가지고 있고 관리 이발사를 변경해야 하는 경우 수정은 이발사 견습생 면허에 대해서만 신청할 수 있습니다.

일반적인 수정의 예시:

- 주소 변경 수정
- 연락처 변경 수정
 - 소셜 시큐리티 번호
 - 생년월일
 - 이메일 주소
 - 전화번호
- 면허 수정 사본 신청
- 이름 변경 수정

중요 주의 사항:

모든 유효 면허에는 최신 정보가 등록되어 있어야 합니다. 일반 주소/이름 변경을 하시려면 모든 유효 면허에 대해 변경하셔야 합니다.

본 가이드는 귀하의 면허 정보를 최신으로 유지할 수 있도록 돕는 일반 수정 각 단계에 대한 안내를 담고 있습니다.

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NYS License Center(NYS 면허 센터) 계정에 로그인한 후, 'Manage My Licenses'(나의 면허 관리) 탭을 선택하십시오. 'Action'(조치) 열 하단에 'Amendment'(수정) 링크를 클릭하십시오.

The screenshot shows the NYS License Center website. The top navigation bar includes 'Services', 'News', 'Government', and 'Local'. The main header features the 'NY LICENSE CENTER' logo. Below the header, there are links for 'Announcements', 'Logged in as: Cha Mo', 'Collections (0)', 'Cart (1)', 'Account Management', and 'Logout'. A search bar is also present. The main content area has three tabs: 'Home', 'Manage My Licenses' (which is selected and highlighted with a blue border), and 'Consumer Complaints'. Below the tabs is a button that says 'Apply now! For a New License or Permit'. A section titled 'Records' contains a table of records. The table has columns: 'Date Opened', 'Record Number', 'Agency', 'Record Type', 'Expiration Date', 'Status', 'Action', and 'Description'. Two records are visible: one for 'Cosmetology License' and another for 'Renter Application Barber Apprentice Application'. The 'Action' column for both records contains a link labeled 'Amendment'. A blue callout box with an arrow points to this link, containing the text 'Select the 'Amendment' link'.

Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
02/04/2015	AEC-15-00026	DOS	Cosmetology License	02/04/2019	Active	Amendment	
02/06/2015	BA-A-15-00008	DOS	Renter Application Barber Apprentice Application		In Process	Amendment	

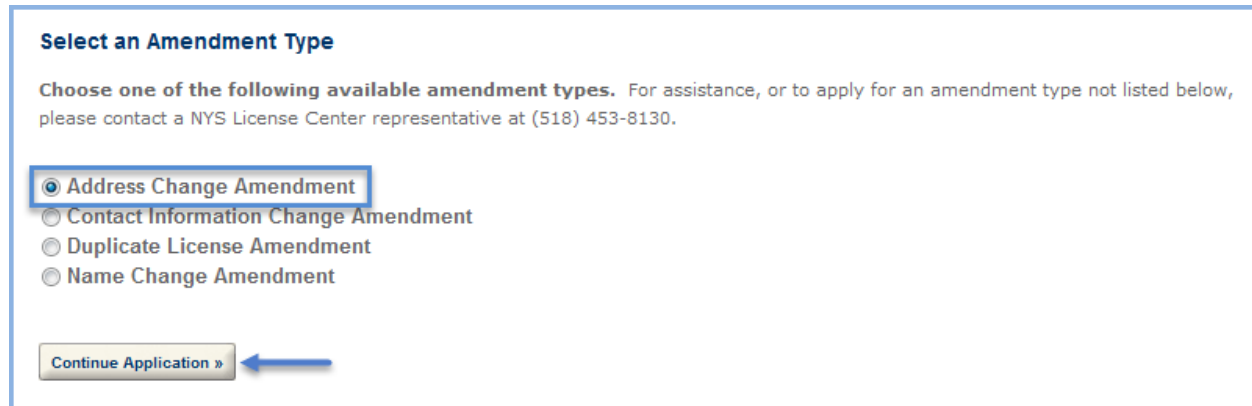
변경하고자 하는 선택 동그라미란을 클릭하시고 'Continue Application'(신청 계속하기) 버튼을 클릭하십시오.

The screenshot shows the 'Select an Amendment Type' section of the NYS License Center website. It features a list of four amendment types, each with a radio button: 'Address Change Amendment', 'Contact Information Change Amendment', 'Duplicate License Amendment', and 'Name Change Amendment'. The first option, 'Address Change Amendment', is selected. Below the list is a button labeled 'Continue Application »'. A blue arrow points to this button.

주소 변경 수정

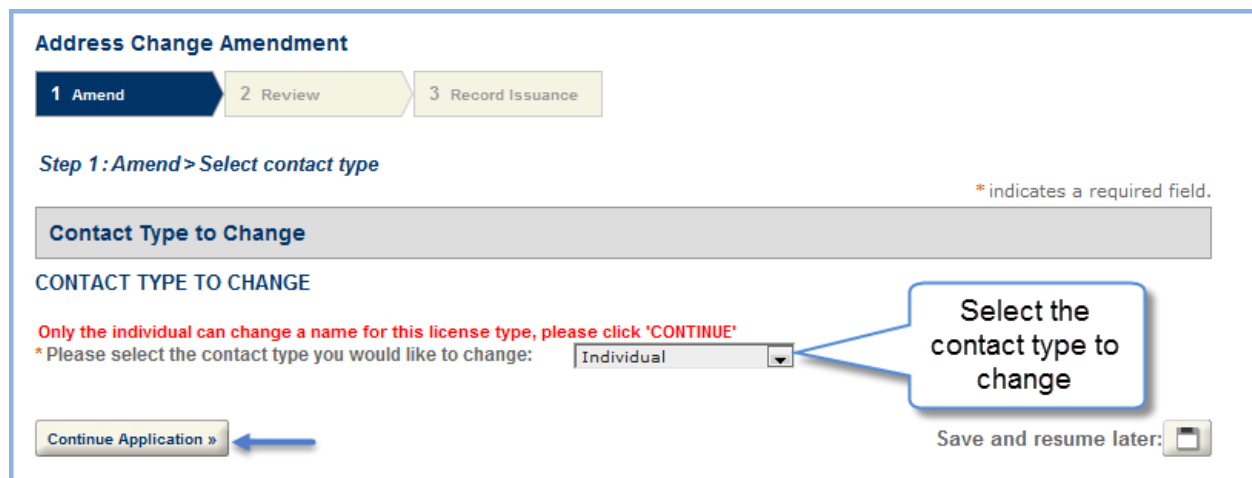
‘NYS License Center’(NYS 면허 센터) 계정에 로그인한 후 ‘Manage My Licenses’(나의 면허 관리) 탭을 선택하십시오. ‘Action’(조치) 열 하단에 ‘Amendment’(수정) 링크를 선택하십시오.

그 다음 ‘Address Change Amendment’(주소 변경 수정) 동그라미를 선택한 후 ‘Continue Application’(신청 계속하기)을 클릭하십시오.



수정의 첫 번째 단계는 변경하고자 하는 연락처 유형을 선택하는 것입니다. 개인 면허는 ‘Individual’(개인)이 기본값이며 이는 변경할 수 없습니다.

사업 면허는 삼각형을 클릭하여 변경하려는 ‘Individual’(개인) 또는 ‘Organization’(단체) 연락처 유형을 선택할 수 있습니다.



그 다음 'AMEND_ADDRESS'(주소_수정) 화면에서 변경하고자 하는 주소를 선택해야 합니다.

주의 사항: 한 개 이상의 주소가 있을 경우, 화면의 여러 행에 나타납니다.

한 개 이상의 주소가 있을 경우 변경하는 주소를 'Change this Address'(이 주소 변경하기) 옆에 표시하는 것이 가장 중요합니다.

'Change this Address'(이 주소 변경하기) 옆은 'Yes'(예)가 기본값입니다. 기본값을 변경하시려면, 'Actions'(조치) 옆에 있는 아래 방향 화살표를 클릭한 후 'Edit'(편집)를 선택하십시오.

Address Change Amendment

1 Amend 2 Review 3 Record Issuance

Step 1: Amend > Select Address to Change
Select the address by checking the box to the left of the address to be changed.

NOTE: You may use the Select All feature by checking the box to the left of "Address Type".

Click the "Edit Selected" button.

Address(es) to be Changed

AMEND_ADDRESS
Please select "Change this address:" to "Yes" and click the "Submit" button.

Showing 1-1 of 1

<input type="checkbox"/> Address Type	Address	Change this Address	Actions
<input type="checkbox"/> Home	99 Washington Ave Alban NY 122102821	Yes	▼ Edit

Edit Selected **Continue Application »** **Save and resume later:** [Icon]

'yes'(예) 또는 'no'(아니요)를 체크하여 주소를 변경할 수 있는 별도 팝업이 나타납니다. 적절한 옵션을 선택하고 'Submit'(제출)를 클릭하십시오.

모든 주소가 여러 행에 나타나며, 각 주소에 대해 'yes'(예) 또는 'no'(아니요)를 선택해야 합니다. 'Submit'(제출)를 클릭하십시오.

AMEND_ADDRESS
Please select "Change this address:" to "Yes" and click the "Submit" button.

Address Type: Home Address: 99 Washington Ave Albar

Change this Address: ☒ Yes ☐ No

Submit **Cancel**

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‘Change this Address’(이 주소 변경하기) 열이 정확한지 확인하고 필요할 경우 다시 ‘edit’(편집)하십시오. 그 다음 ‘Continue Application’(신청 계속하기)을 클릭하십시오.

indicates a required field.

Address(es) to be Changed

AMEND_ADDRESS

Please select 'Change this address:' to 'Yes' and click the 'Submit' button.

Showing 1-1 of 1

<input type="checkbox"/> Address Type	Address	Change this Address	Actions
<input type="checkbox"/> Home	99 Washington Ave Albany NY 122102821	Yes	

←

Save and resume later:

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다음 화면에서는 본 수정에서 변경하려는 기록을 선택할 수 있습니다. 이 변경에 요금이 있을 경우, 이는 'Fee'(요금) 하단에 표시됩니다.

Home **Manage My Licenses** **Consumer Complaints**

[Apply now! For a New License or Permit](#)

Address Change Amendment

1 Amend 2 Review 3 Record Issuance

Step 1: Amend > Records to be Changed

We have located the following associated Application, License, or renewal records in your profile. Please confirm that you wish to change all of the records where the **Change this Record?** has a 'Yes'.

If you do NOT wish to change particular record(s), please select the record(s) by checking the box to the left of the Record ID. Click the **Edit Selected** button.

NOTE: You may use the 'Select All' feature by checking the box to the left of Record ID.

Once you have confirmed your selection(s), please click the **Continue Application** button

Records to be Changed

AMEND

Showing 1-2 of 2

<input type="checkbox"/> Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/> AEC-14-01884	Cosmetology License	Yes	10	Actions
<input type="checkbox"/> AENS-14-01883	Nail Specialty License	Yes	10	Actions

Edit Selected

Continue Application »

Save and resume later:

Any associate fees are listed here

To update the 'Change this Record?' column, click the down arrow and select 'Edit'

'Change this Record?' (이 기록을 변경하시겠습니까?) 열은 'Yes'(예)가 기본값입니다. 기본값을 변경하려면, 'Actions'(조치) 옆에 있는 아래 방향 화살표를 클릭한 후 'Edit'(편집)를 선택하십시오. 'Continue Application'*(신청 계속하기)을 클릭하십시오.

Records to be Changed

AMEND

Showing 1-2 of 2

<input type="checkbox"/> Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/> AEC-14-01884	Cosmetology License	Yes	10	Actions
<input type="checkbox"/> AENS-14-01883	Nail Specialty License	Yes	10	Actions

Edit Selected

Continue Application »

Save and resume later:

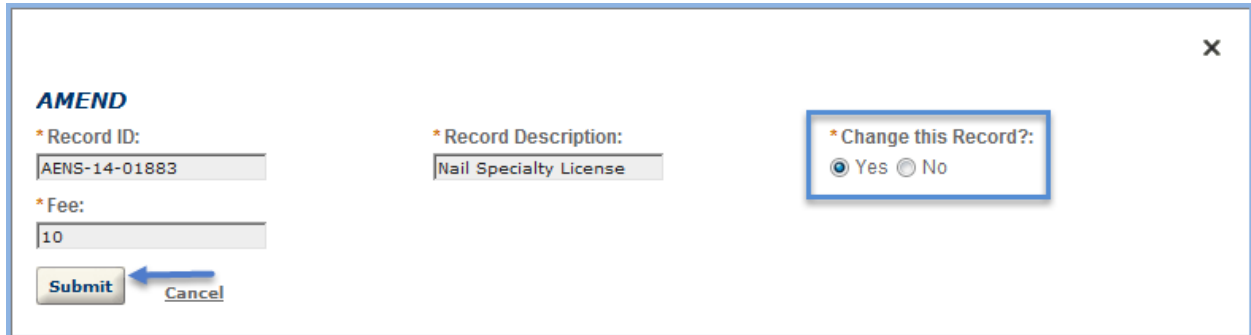
* indicates a required field.

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‘yes’(예) 또는 ‘no’(아니요)를 체크하여 기록을 변경할 수 있는 별도 팝업이 나타납니다. 적절한 옵션을 선택하고 ‘Submit’(제출)를 클릭하십시오.



The image shows a software dialog box titled "AMEND" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- * Record ID:** A text input field containing "AENS-14-01883".
- * Record Description:** A text input field containing "Nail Specialty License".
- * Fee:** A text input field containing "10".
- * Change this Record?:** A confirmation section with two radio buttons: "Yes" (which is selected) and "No". This section is highlighted with a blue rectangular box.
- Buttons:** At the bottom left, there are two buttons: "Submit" and "Cancel". A blue arrow points from the "Submit" button towards the "Cancel" button.

1단계: 수정>새 주소 정보

‘Enter New Address Information’(새 주소 정보 입력) 화면에서 처음에 나오는 정보 및 안내를 참고하십시오. 이 안내는 시간이 지나며 업데이트될 수 있고 수정을 정확히 진행할 수 있도록 돕습니다.

새 주소를 ‘Enter New Address Information’(새 주소 정보 입력)란에 새 주소를 입력하고 ‘Search’(검색) 버튼을 클릭하십시오. 이 검색 버튼은 미국 우정국 정보와 대조하여 주소를 인증합니다. 주소를 인증하면 주소란은 편집이 불가능해지며 회색으로 변합니다.

Address Change Amendment

1 Amend 2 Review 3 Record Issuance

Step 1: Amend > New Address Information

Please enter your new address information below. Click the **Search** button to validate the address with the Post Office.

NOTE: Currently, address validation works for US and Canadian addresses only.

Once validated, the Address fields will NOT be editable and display as grey.

Click the **Continue Application** button.

* indicates a required field.

Enter New Address Information

* Address Line 1:

* City: * State: Zip:

County: Country:

Search **Clear**

Continue Application »

Save and resume later:

인증된 주소가 정확한지 확인하십시오. 주소가 정확하지 않을 경우, ‘Clear’(지우기) 버튼을 클릭하고 주소를 다시 입력하신 후 ‘Search’(검색) 버튼을 사용하지 않고 ‘Continue Application’(신청 계속하기)을 클릭하십시오.

주소가 인증되지 않으면 검색에 대신 사용 가능한 주소가 나타납니다. 정확한 주소를 선택하시고 만약 표시된 주소가 정확하지 않을 경우에는 ‘Clear’(지우기) 버튼을 클릭하고 주소를 다시 입력한 후 ‘Search’(검색) 버튼을 사용하지 않고 ‘Continue Application’(신청 계속하기)을 클릭하십시오.

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주소 정보가 정확한 경우, ‘Continue Application’(신청 계속하기) 버튼을 클릭하십시오.

Enter New Address Information


* Address Line 1:
150 Broadway

* City: Menands * State: NY Zip: 12204-2719

County: Albany Country: United States

Search Clear

Continue Application »

Save and resume later: 

* indicates a required field.

모든 정보가 정확한지 Review(검토)하십시오. 한 섹션의 업데이트가 필요할 경우, 'Edit'(편집) 버튼을 클릭하고 필요한 대로 업데이트하십시오. 모든 정보가 정확할 경우 'Continue Application'(신청 계속하기) 버튼을 클릭하십시오.

[Home](#)
[Manage My Licenses](#)
[Consumer Complaints](#)

[Apply now! For a New License or Permit](#)

Address Change Amendment

1 Amend
2 Review
3 Record Issuance

Step 2: Review

Continue Application »
Save and resume later:

Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Address Change Amendment

Contact Type to Change

CONTACT TYPE TO CHANGE

Please select the contact type you would like to change: Individual

Edit

Address(es) to be Changed

AMEND_ADDRESS

Address Type	Address	Change this Address
Home	99 Washington Ave Albany NY 122102821	Yes

Edit

Records to be Changed

AMEND

Record ID	Record Description	Change this Record?	Fee
AEC-14-01884	Cosmetology License	Yes	10
AENS-14-01883	Nail Specialty License	Yes	10

Edit

Enter New Address Information

150 Broadway
Menands NY 12204-2719
United States

Edit

Continue Application »
Save and resume later:

그 다음 'Application/Renewal Fees'(신청/갱신 요금) 섹션의 요금을 확인하고 'Checkout'(결제) 또는 'Continue Shopping'(쇼핑 계속하기) 중 해당하는 항목을 클릭하십시오.

Home

Manage My Licenses

Consumer Complaints

Apply now! For a New License or Permit

Address Change Amendment

1 Amend

2 Review

3 Pay Fees

4 Record Issuance

Step 3: Pay Fees

Listed below are the preliminary fees based upon the information you've entered.
The following screen will display your total fees.

Application/Renewal Fees

Fees	Qty.	Amount
Contact Change Fee (Appearance Enhancement)	2	\$20.00

TOTAL FEES

Note: This does not include additional fees which may be assessed later.

\$20.00

Checkout »

Continue Shopping »

'Check out' or
'Continue Shopping'

수정이 저장되거나 완료되면, 이는 'Manage My Licenses'(나의 면허 관리) 탭에 표시됩니다.

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 110 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change Amendment			Resume Application	
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000184	DOS	Address Change Amendment		Approved		
<input type="checkbox"/>	11/03/2015	15TMP-001676	DOS	Cosmetology Application			Resume Application	

연락처 정보 변경 수정

변경하려면 수정을 위해 소셜 시큐리티 번호, 생년월일, 이메일 주소 또는 전화번호가 필요합니다.

‘NYS License Center’(NYS 면허 센터) 계정에 로그인한 후 ‘Manage My Licenses’(나의 면허 관리) 탭을 선택하십시오. ‘Action’(조치)란 하단에 ‘Amendment’(수정) 링크를 선택하십시오.

그 다음 ‘Contact Information Change Amendment’(연락처 정보 변경 수정)를 선택하고 ‘Continue Application’(신청 계속하기)을 클릭하십시오.

The screenshot shows the 'Manage My Licenses' tab selected in the top navigation bar. Below the navigation bar, there is a link 'Apply now! For a New License or Permit'. The main section is titled 'Select an Amendment Type'. It contains a list of amendment types with radio buttons: 'Address Change Amendment', 'Contact Information Change Amendment' (which is selected and highlighted with a blue box), 'Duplicate License Amendment', and 'Name Change Amendment'. At the bottom of this section, there is a 'Continue Application »' button with a blue arrow pointing to it.

수정의 첫 번째 단계는 변경하고자 하는 연락처 유형을 선택하는 것입니다. 개인 면허는 ‘Individual’(개인)이 기본값이며 이 선택 값은 변경할 수 없습니다.

본 수정에서 사업 면허는 개인 면허 소지자 정보만 변경할 수 있습니다. ‘Continue Application’(신청 계속하기)을 클릭하십시오.

The screenshot shows the 'Contact Information Change Amendment' page. At the top, there is a progress bar with four steps: '1 Amend' (selected), '2 Attach Documents', '3 Review', and '4 Record Issuance'. Below the progress bar, the title 'Step 1: Amend > Select contact type' is displayed. A note states: 'Only the individual can change their contact for this license type, please click 'CONTINUE''. A red asterisk indicates a required field. The main section is titled 'Contact Type to Change'. Below this, there is a dropdown menu labeled 'CONTACT TYPE TO CHANGE' with the value 'Individual' selected. A blue callout box points to the dropdown menu with the text 'Select the contact type to change'. At the bottom left, there is a 'Continue Application »' button with a blue arrow pointing to it. At the bottom right, there is a 'Save and resume later:' button with a floppy disk icon.

‘CONTACT AMENDMENT INFORMATION’(연락처 수정 정보) 화면에서 본 수정으로 변경되는 정보를 체크하십시오. 체크 상자를 선택하면 하단에 입력란이 표시됩니다. 새로운 정보를 입력하십시오.

변경에 대한 설명을 입력하고 ‘Continue Application’(신청 계속하기)을 클릭하십시오.

The screenshot shows a web form titled "Contact Information Change Amendment". At the top, there is a progress bar with four steps: "1 Amend" (highlighted in dark blue), "2 Attach Documents", "3 Review", and "4 Record Issuance". Below the progress bar, the text "Step 1: Amend > New contact information" is displayed, followed by the instruction: "Please select each item you wish to change by checking the box to the right. Enter the new information in the box that appears below." A note on the right states "* indicates a required field." The form is divided into two main sections. The first section, titled "Contact Amendment", contains a sub-header "CONTACT AMENDMENT INFORMATION". Below this, there are several fields with checkboxes to their right: "Social Security Number:", "Date of Birth:", "Email Address:", "Phone Number:", "New Country Code:", and "New Phone Number: *". The "Phone Number" checkbox is checked, and a callout bubble points to it with the text "Enter new data in fields". Below the "New Phone Number" field, there is a text input field containing "518-555-5555". The second section, titled "* Please provide a brief description of the reason for your change request:", has a large text area for input. A callout bubble points to this area with the text "Enter description". At the bottom left, there is a button labeled "Continue Application »" with a blue arrow pointing to it. At the bottom right, there is a button labeled "Save and resume later:" with a floppy disk icon.

Contact Information Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > New contact information

Please select each item you wish to change by checking the box to the right. Enter the new information in the box that appears below.

* indicates a required field.

Contact Amendment

CONTACT AMENDMENT INFORMATION

Social Security Number: ☐

Date of Birth: ☐

Email Address: ☐

Phone Number: ☒

New Country Code: ☐

New Phone Number: *

* Please provide a brief description of the reason for your change request:

Continue Application » **Enter description** **Save and resume later:**

License Center – Amendments Guide (Korean)

면허 센터 – 수정 가이드

2016년 6월 15일

다음 화면에서는 본 수정에서 변경하고자 하는 연락처 유형을 선택할 수 있습니다. 이 변경에 대한 요금이 있을 경우, 이는 'Fee'(요금) 하단에 표시됩니다.

'Change this Record?'(이 기록을 변경하시겠습니까?) 열은 'Yes'(예)가 기본값입니다. 기본값을 변경하시면, 'Actions'(조치) 옆에 있는 아래 방향 화살표를 클릭한 후 'Edit'(편집)를 선택하십시오.

Contact Information Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > Records to update

We have located the following associated Application, License, or renewal records in your profile. Please confirm that you wish to change all of the records where the **Change this Record?** is **Yes**.

If you do NOT wish to change particular record(s), please select the record(s) by checking the box to the left of the Record ID. Click the **Edit Selected** button.

NOTE: You may use the **Select All** feature by checking the box to the left of Record ID.

Once you have confirmed your selection(s), please click the **Continue Application** button.

Records to be Changed

AMEND

For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

Showing 1-2 of 2

<input type="checkbox"/> Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/> AEC-14-01884	Cosmetology License	Yes	0	Actions
<input type="checkbox"/> AENS-14-01883	Nail Specialty License	Yes	0	Actions

Edit Selected

Continue Application »

Save and resume later:

Any associate fees are listed here

To update the 'Change this Record?' column, click the down arrow and select 'Edit'

'Change this Record'(이 기록 변경하기)를 위한 'yes'(예) 또는 'no'(아니요)를 체크할 수 있는 별도 팝업이 나타납니다. 적절한 옵션을 선택하고 'Submit'(제출)를 클릭하십시오.

AMEND

For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

* Record ID: AENS-14-01883

* Record Description: Nail Specialty License

* Change this Record?: ☒ Yes ☐ No

* Fee: 0

Submit **Cancel**

‘Change this Record’(이 기록 변경하기) 열이 정확한지 확인하시고 필요할 경우 다시 ‘edit’(편집)하십시오. 그 다음 ‘Continue Application’(신청 계속하기)을 클릭하십시오.

Records to be Changed

AMEND

For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

Showing 1-2 of 2

Record ID	Record Description	Change this Record?	Fee	Actions
AEC-14-01884	Cosmetology License	Yes	0	Actions
AENS-14-01883	Nail Specialty License	Yes	0	Actions

[Edit Selected](#)

[Continue Application »](#) [Save and resume later:](#)

기록을 변경하는 변경 유형에 따라 서류를 제출해야 할 수도 있습니다.

주의 사항: 소셜 시큐리티 번호 및 생년월일은 별도 서류가 필요합니다. 이전에 NY 면허 센터 계정에 필요 서류를 업로드한 적이 있는 경우 ‘Select from Account’(계정에서 선택)를 사용할 수 있습니다.

서류를 제출해야 할 경우, 서류를 업로드하실 수 있습니다.

필요할 경우 ‘Upload Documentation’(서류 업로드) 기능을 사용하여 수정에 대한 서류를 추가할 수 있습니다.

‘Continue Application’(신청 계속하기) 버튼을 클릭하시고 계속 진행하십시오.

Contact Information Change Amendment

1 Amend 2 **Attach Documents** 3 Review 4 Record Issuance

Step 2: Attach Documents > Supporting Documentation

Please provide a document for each of the following changes :

- SSN Change Documentation : Acceptable forms of documentation are: Social Security Card
- Date of Birth Change Documentation: Acceptable forms of documentation are: Birth Certificate, NYS Drivers License, US Passport.

* indicates a required field.

Attach Supporting Document

No documentation has been identified that requires upload, please click Continue below to proceed.

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Select from Account](#) [Upload Documentation](#) [Continue Application »](#) [Save and resume later:](#)

License Center – Amendments Guide (Korean)

면허 센터 – 수정 가이드

2016년 6월 15일

모든 정보가 정확한지 Review(검토)하십시오. 한 섹션의 업데이트가 필요한 경우, 'Edit'(편집) 버튼을 클릭하고 필요한 대로 업데이트하십시오. 모든 정보가 정확할 경우 'Continue Application'(신청 계속하기) 버튼을 클릭하십시오.

1 Amend

2 Attach Documents

3 Review

4 Record Issuance

Step 3: Review

Continue Application »

Save and resume later:

Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Contact Information Change Amendment

Contact Type to Change

CONTACT TYPE TO CHANGE

Edit

Please select the contact type you would like to change: Individual

Contact Amendment

CONTACT AMENDMENT INFORMATION

Edit

Social Security Number: No

New Social Security Number:

Date of Birth: No

New Date of Birth:

Email Address: No

New Email Address:

Phone Number: Yes

New Country Code:

New Phone Number: 518-555-5555

Please provide a brief description of the reason for your change request: blah

Records to be Changed

AMEND

Edit

Record ID	Record Description	Change this Record?	Fee
AEC-14-01884	Cosmetology License	Yes	0
AENS-14-01883	Nail Specialty License	Yes	0

Attach Supporting Document

Edit

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

Name	Type	Size	Latest Update	Action
No records found.				

Continue Application »

Save and resume later:

License Center – Amendments Guide (Korean)

면허 센터 – 수정 가이드

2016년 6월 15일

해당 요금이 없을 경우 Confirmation(확인) 화면에는 귀하의 신청이 성공적으로 제출되었음이 표시됩니다.

[Home](#)
[Manage My Licenses](#)
[Consumer Complaints](#)

[Apply now! For a New License or Permit](#)

1 Review Cart

2 Payment information

3 Application Submitted


Step 3: Application Submitted

Your application(s) has been successfully submitted. Please click on the Home tab to view available menu options.

Confirmation

☒

Your application(s) have been successfully submitted. If fees are associated with your application, click on the [Print/View Shopping Cart Receipt](#) button to print/view your Shopping Cart Receipt. To print/view an agency receipt with agency specific data, click on the application link and select view details under the Fees section on next page.



DOS
DEPARTMENT OF SOCIAL SERVICES

[A14-002931](#)

Contact Information Change Amendment

수정이 저장되거나 완료되면, 이는 'Manage My Licenses'(나의 면허 관리) 탭에 표시됩니다.

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[Consumer Complaints](#)

[Apply now! For a New License or Permit](#)

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-4 of 4 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

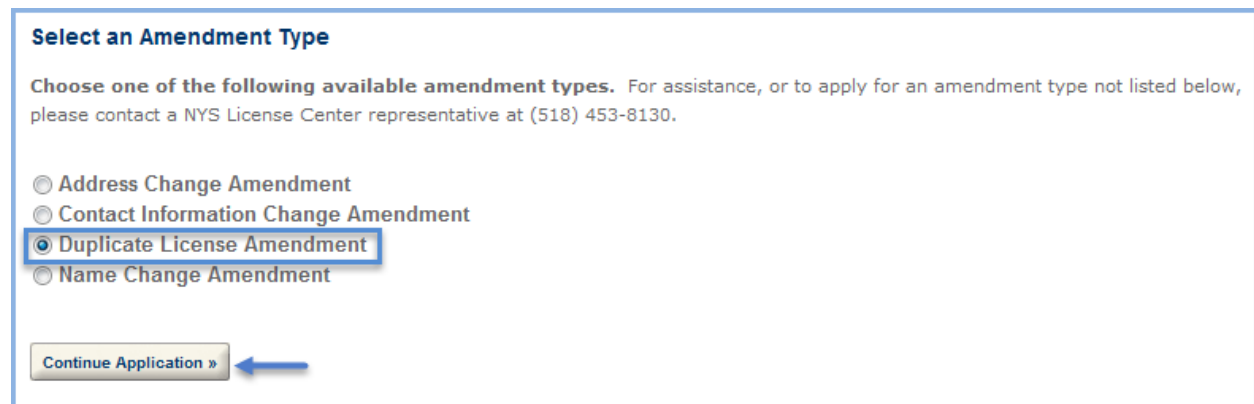
<input type="checkbox"/>	Date Submitted	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	05/01/2014	A14-002931	DOS	Contact Information Change Amendment		Approved		
<input type="checkbox"/>	05/01/2014	AENS-14-01883	DOS	Nail Specialty License	05/01/2018	Active	Amendment	
<input type="checkbox"/>	05/01/2014	A14-002930	DOS	Address Change Amendment		Approved		
<input type="checkbox"/>	05/01/2014	AEC-14-01884	DOS	Cosmetology License	05/01/2018	Active	Amendment	

면허 사본 수정

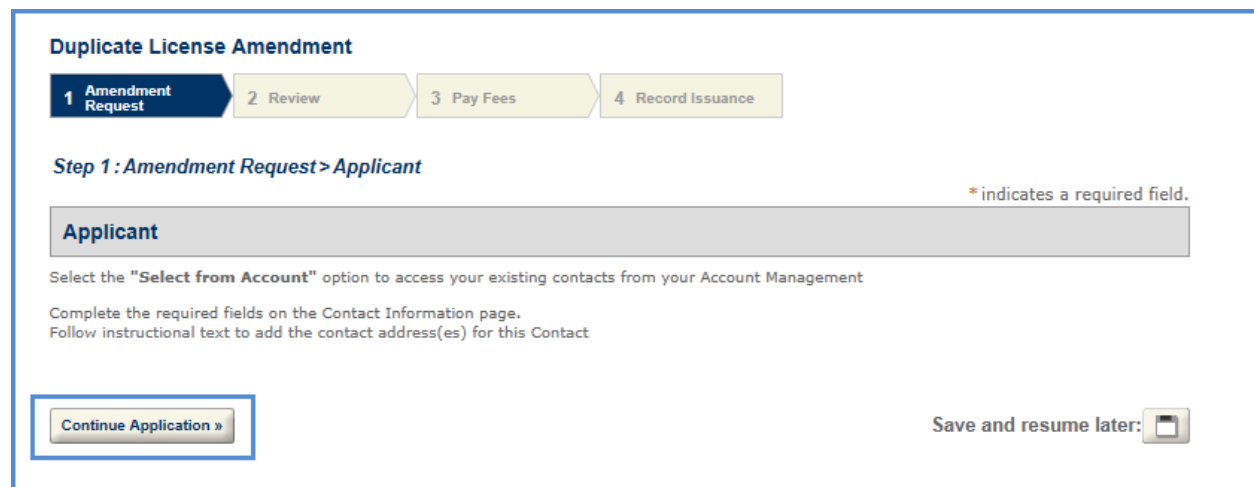
면허 사본 수정은 면허의 또 다른 복사본을 요청하는 것입니다. 사본이 필요한 면허에 대해 이 수정을 선택할 수 있습니다.

‘NYS License Center’ (NYS 면허 센터) 계정에 로그인한 후 ‘Manage My Licenses’(나의 면허 관리) 탭을 선택하십시오. 기록 목록에서 ‘Action’(조치) 열을 찾아 ‘Amendment’(수정) 링크를 선택하십시오.

그 다음 ‘Duplicate License Amendment’(면허 사본 수정)를 선택하고 ‘Continue Application’(신청 계속하기)을 클릭하십시오.



‘Continue Application’(신청 계속하기) 버튼을 클릭하십시오.



수정 요청 페이지가 나타나면 ‘Request a duplicate license?’(면허 사본을 요청하시겠습니까?)라는 질문에 ‘yes’(예)를 선택하고 ‘Continue Application’(신청 계속하기)을 클릭하십시오.

모든 정보가 정확한지 Review(검토)하십시오. ‘Review’(검토) 화면의 ‘Applicant’(신청) 섹션은 여기에서 편집할 수 없습니다(이 변경은 수정이 필요합니다). 한 섹션의 업데이트가 필요한 경우, ‘Edit’(편집) 버튼을 클릭하고 필요한 대로 업데이트하십시오. 모든 정보가 정확할 경우 ‘Continue Application’(신청 계속하기) 버튼을 클릭하십시오.

‘Application/Renewal Fees’(신청/갱신 요금)를 확인한 후 ‘Checkout’(결제) 또는 ‘Continue Shopping’(쇼핑 계속하기)을 선택하십시오.

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[Manage My Licenses](#)
[Consumer Complaints](#)

[Apply now! For a New License or Permit](#)

Duplicate License Amendment

1 [Amendment Request](#)
2 [Review](#)
3 **Pay Fees**
4 [Record Issuance](#)

Step 3: Pay Fees

Listed below are the preliminary fees based upon the information you've entered.
The following screen will display your total fees.

Application/Renewal Fees

Fees	Qty.	Amount
Appearance Enhancement Duplicate License Fee	1	\$10.00

TOTAL FEES
Note: This does not include additional fees which may be assessed later.

\$10.00

[Checkout »](#)
[Continue Shopping »](#)

'Check out' or
'Continue Shopping'

수정이 저장되거나 완료되면, 이는 ‘Manage My Licenses’(나의 면허 관리) 탭에 표시됩니다. 이후 면허 사본이 인쇄되어 발송됩니다.

Records							
<p>The table below only displays records associated with your License Center Account. Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.</p> <p>Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.</p> <p>Showing 1-20 of 112 Download results Add to collection Add to cart</p>							
<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change Amendment			Resume Application
<input type="checkbox"/>	11/04/2015	A15-000185	DOS	Contact Information Change Amendment		Approved	
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			Resume Application
<input type="checkbox"/>	11/04/2015	A15-000186	DOS	Duplicate License Amendment		Approved	
<input type="checkbox"/>	11/04/2015	A15-000184	DOS	Address Change Amendment		Approved	

이름 변경 수정

‘NYS License Center’(NYS 면허 센터) 계정에 로그인한 후 ‘Manage My Licenses’(나의 면허 관리) 탭을 선택하십시오. ‘Action’(조치)란 하단에 ‘Amendment’(수정) 링크를 선택하십시오.

그 다음 ‘Name Change Amendment’(이름 변경 수정)를 선택하고 ‘Continue Application’(신청 계속하기)을 클릭하십시오.

Select an Amendment Type

Choose one of the following available amendment types. For assistance, or to apply for an amendment type not listed below, please contact a NYS License Center representative at (518) 453-8130.

- ☐ Address Change Amendment
- ☐ Contact Information Change Amendment
- ☐ Duplicate License Amendment
- ☒ Name Change Amendment

[Continue Application »](#)

수정의 첫 번째 단계는 변경하고자 하는 연락처 유형을 선택하는 것입니다. 개인 면허는 ‘Individual’(개인)이 기본값이며 이는 변경할 수 없습니다.

사업 면허는 사업체 명을 변경할 수 없습니다. 사업체 명 변경은 새로운 신청이 필요합니다.

Name Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > Select contact type

* indicates a required field.

Contact type to Change

CONTACT TYPE TO CHANGE

Only the individual can change a name for this license type, please click 'CONTINUE'

* Please select the contact type you would like to change: Individual

Select the contact type to change

[Continue Application »](#)

Save and resume later:

‘AMEND_NAME_CHANGE’(이름_변경_수정) 화면에서, 새로운 이름을 입력하고 ‘Reason for Name Change’(이름 변경 사유) 드롭다운을 선택하십시오. 그 다음 ‘Continue Application’(신청 계속하기)을 클릭하십시오.

Name Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > New Name Information
Please enter your new name information below. Click the Continue Application button.

* indicates a required field.

Enter New Name Information

AMEND_NAME_CHANGE

* First Name: Jenn

Middle Name:

* Last Name: James-Jingleheimer Schn

Suffix:

* Reason for Name Change:

Continue Application »

Save and resume later:

Enter new name and select reason for name change

Marriage
--Select--
Divorce
Marriage
Other

변경할 기록이 화면에 ‘Records to be Changed’으로 나타납니다. ‘Fees’(요금)도 표시됩니다. 그 다음 ‘Continue Application’(신청 계속하기)을 클릭하십시오.

Name Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > Records to be Changed
We have located the following associated Application, License, or renewal records in your profile.

Records to be Changed

AMEND

Showing 1-2 of 2

Record ID	Record Description	Fee
AEC-14-01884	Cosmetology License	0
AENS-14-01883	Nail Specialty License	0

Continue Application »

Save and resume later:

Fees display here

‘marriage’(결혼) 또는 ‘divorce’(이혼)로 인한 이름 변경은 요금이 적용되지 않습니다. 모든 이름 변경은 사유와 서류가 필요합니다.

필요할 경우 ‘Upload Documentation’(서류 업로드) 기능을 사용하여 수정에 대한 서류를 추가할 수 있습니다. **주의 사항:** 이전에 NY License Center(NY 면허 센터) 계정에 필요한 서류를 업로드한 적이 있는 경우 ‘Select from Account’(계정에서 선택)를 사용할 수 있습니다.

‘Continue Application’(신청 계속하기) 버튼을 클릭하시고 계속 진행하십시오.

Name Change Amendment

1 Amend 2 **Attach Documents** 3 Review 4 Record Issuance

Step 2: Attach Documents > Supporting Documentation

Please provide one of the following documents as proof of legal name change:

1. **Name Change Documentation** : Acceptable forms of documentation are: Marriage Certificate, Divorce Decree, Court Papers, NYS Drivers License, US Passport.

* indicates a required field.

Attach Supporting Documentation

The following documents are required based on the information you have provided:

1. **Name Change Documentation:** Acceptable forms of documentation are: Marriage Certificate, Divorce Decree, Court Papers, NYS Driver's License, US Passport

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account Upload Documentation

Continue Application »

Save and resume later:

License Center – Amendments Guide (Korean)

면허 센터 – 수정 가이드

2016년 6월 15일

모든 정보가 정확한지 Review(검토)하십시오. 한 섹션의 업데이트가 필요한 경우, 'Edit'(편집) 버튼을 클릭하고 필요한 대로 업데이트하십시오. 모든 정보가 정확할 경우 'Continue Application'(신청 계속하기) 버튼을 클릭하십시오.

1 Amend

2 Attach Documents

3 Review

4 Record Issuance

Step 3: Review

Continue Application »

Save and resume later:

Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Name Change Amendment

Contact type to Change

CONTACT TYPE TO CHANGE

Edit

Please select the contact type you would like to change: Individual

Enter New Name Information

AMEND_NAME_CHANGE

Edit

First Name: Cha

Middle Name:

Last Name: Mo-Jackson

Suffix:

Reason for Name Change: Marriage

Records to be Changed

AMEND

Edit

Record ID	Record Description	Fee
AEC-A-15-00628	Cosmetology Application	0

< >

Attach Supporting Documentation

Edit

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
TEST DOC.docx	Name Change Documentation	11.24 KB	11/04/2015	Actions ▼

Continue Application »

Save and resume later:

License Center – Amendments Guide (Korean)

면허 센터 – 수정 가이드

2016년 6월 15일

요금이 부과되었을 경우 ‘Checkout’(결제) 또는 ‘Continue Shopping’(쇼핑 계속하기)을 클릭하십시오.

수정이 저장되거나 완료되면, 이는 ‘Manage My Licenses’(나의 면허 관리) 탭에 표시됩니다.

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Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 113 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change Amendment			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000185	DOS	Contact Information Change Amendment		Approved		
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000186	DOS	Duplicate License Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000184	DOS	Address Change Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000187	DOS	Name Change Amendment		In Process		

수정 확인하기

‘Manage Your Licenses’(면허 관리) 탭에서 수정한 모든 항목을 보실 수 있습니다.

‘In Process’(진행 중)인 수정이 있을 경우 ‘Record Number’(기록 번호)를 클릭하여 수정의 진행 상황을 확인할 수 있습니다.

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 113 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000185		Amendment		Approved		
<input type="checkbox"/>	11/04/2015	15TMP-001691					Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000186				Approved		
<input type="checkbox"/>	11/04/2015	A15-000184		Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000187	DOS	Address Change		In Process		
<input type="checkbox"/>	11/03/2015	15TMP-001676	DOS	Name Change			Resume Application	
<input type="checkbox"/>				Amendment				
<input type="checkbox"/>				Cosmetology Application			Resume Application	

이전에 ‘Save and Resume Later’(저장하고 나중에 계속하기) 버튼을 선택한 수정사항이 있을 경우 ‘Status’(상태)는 ‘Resume Application’(신청 다시 계속하기)이라고 표시됩니다. ‘Resume Application’(신청 다시 계속하기) 링크를 클릭하여 수정 신청을 완료하십시오.

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 113 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change			Resume Application	
<input type="checkbox"/>				Amendment				